

Community Nutrition Programs

CHILD AND ADULT CARE FOOD PROGRAM
Child Care Component
Listing of Required Documentation

Below is a list of forms each agency is required to complete and keep on file. All CACFP documentation must be retained on site for three years plus the current year of operation. *This list may not be all inclusive.* You may find all Guidance Memorandums and documents on the following website: http://fns.dpi.wi.gov/fns_centermemos

Each site participating on the CACFP

- ☐ Post the “And Justice For All” poster in a place visible to the public
- ☐ Parental Notification Flier (Building for the Future) - either post where parents can see it or include in the enrollment packet (Guidance Memo #8C)

Distribute to all current households and include in enrollment packets

- ☐ Household Size-Income Statement and Parent Letter (Guidance Memo #1C)
- ☐ CACFP Enrollment form **OR** CACFP Child Participation Form (Guidance Memo #6C)
- ☐ Infant Meal Notification **OR** CACFP Child Participation Form (Guidance Memo #12C) and sample infant policy (if applicable)

Complete Annually (Guidance Memo #8C)

- ☐ Complete the *Ethnic and Racial Data Form* and keep on file
- ☐ Conduct Civil Rights Training to staff who interact with program applicants or participants, and those persons who supervise them. Training handout may be found on the Guidance Memo website above.

Update Annually

- ☐ Household Size-Income Statement and Parent Letter for enrolled children (Guidance Memo #1C). Change to new forms each year on July 1
- ☐ CACFP Enrollment form **OR** CACFP Child Participation Form for each enrolled child (Guidance Memo #6C)
- ☐ On-line Application
- ☐ WIC Fact Sheet - make available to parents (either post where parents can see it or include in the enrollment packet) (Guidance Memo #9C)

Complete Monthly and keep on file

- ☐ Household Size-Income Record (Guidance Memo #1C)
- ☐ Reimbursement Claim (Submit On-line) (Guidance Memo #3C)
- ☐ Dated Menus reflecting meal/component changes (if applicable)
- ☐ Expense and Income Records

Complete Daily and keep on file with claim records for the month (Guidance Memorandum #9C)

- ☐ Production Records
- ☐ Time of Service Meal Counts
- ☐ Infant Meal Records (if applicable)
- ☐ Daily Attendance Records

Non-Profit Food Service Financial Report (Guidance Memorandum #11)

- ☐ All independent centers (PI-1463) - submit annually (due November 1)
- ☐ All sponsoring organizations (PI-1463-A) – submit quarterly (due Mar 1, June 1, Sept 1, Dec 1)

Sponsoring Organizations Only (2 or more sites participating in the CACFP) (Guidance Memo #5)

- ☐ Monthly Claim Edit Checks for each participating site
- ☐ Site reviews at each site
- ☐ Annual CACFP training